

## **The Tempe Way**



### **MISSION:**

To make Tempe the best place to live, work and play.

### **VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

## **COMMUNICATIONS ADMINISTRATOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and supervise emergency communications operations; and to perform a variety of administrative and supervisory work in managing the Communications Bureau.

### **Supervision Received and Exercised:**

Receives direction from the Assistant Police Chief or from other supervisory or management staff.

Exercises direct supervision over lower level technical and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Supervise and review operations of the 911, computer aided dispatch and radio trunking systems.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

CITY OF TEMPE

Communications Administrator (continued)

Police Department

- Plan, prioritize, assign, supervise and review the work of staff involved in Communications Bureau; schedule all Bureau personnel.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Act as Communications Bureau liaison; attend a variety of meetings as required.
- Perform related duties as assigned.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Four years of increasingly responsible experience in a law enforcement agency involving communications systems.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in management or police administration, police science or a related field.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.**

**Job Code: 3820**

**Salary Range: 42**

**Compensation Plan: P40 / Regular**

**FLSA: Exempt**